

After School Club

2020/2021

Timings and Structure

3:10 – 3:20: Drink and a small snack

3:20 – 3:45: Supportive Learning

3:45 – 4:10: Structured Activities

4:10 – 4:45: Prepare and Eat

4:45 – 6:00: Free Play

Sessions

Drink and a small snack – When the children arrive at the club they will be given a choice of squash or water and either a biscuit or piece of fruit.

Supportive Learning – The children will have the opportunity to complete homework, practice spellings, times tables, handwriting or even read their book. The adults in the session will be available to support and guide the children during this time as well as the children supporting their peers.

Structured Activities – These will be activities such as art, cooking, building, sport etc. The activity will either help the children to develop or refine a set of skills. This time will also be when themed activities linked to special days will also take place.

Prepare and Eat – During this session the children will have the opportunity to sit together, as a group, and prepare their own sandwich. They will have a range of fillings to make their sandwich. Along with their sandwich the children will receive a snack, drink and packet of crisps. This session is designed to improve communication skills as well as making the children more independent.

Free play – The children will have a range of toys, games and equipment they can use during this session.

Cost of sessions

Cost of sessions for one child

Time	Cost
3:10 – 4:00	£5.00
3:10 – 5:00	£7.50
3:10 – 6:00	£10.00

Cost of sessions for one or more siblings

Time	One Child	Two Children	Three Children
3:10 – 4:00	£5.00	£9.00	£13.00
3:10 – 5:00	£7.50	£14.00	£19.00
3:10 – 6:00	£10.00	£19.00	£27.50

Cost of session if child is not arriving until after 4

Time	Cost per child
4:00 – 5:00	£5.00
4:00 – 6:00	£8.00

Cost of casual bookings (Ad-Hoc)

Time	Cost per child
3:10 – 4:00	£7.50
3:10 – 5:00	£10.00
3:10 – 6:00	£14.00

After School Club

Opening Hours
After School Club will be open from; 3.10pm – 6.00pm term time only. If the club is available outside of term times, you will be notified in writing and provided with any opportunity to pre-book sessions.

Collection and Departure
Children will be collected from their classrooms at the end of the school day and can be collected from the School Hall at the end of their session.

Staff
All staff will have relevant DBS checks and are First Aid trained. All members of the After School Club staff are active members of the Hadleigh Infants and Nursery School support staff.

Absences
Please inform us if your child is going to be absent. The club uses the following mobile number - 07393584126. This number is checked throughout the day and during the session.

Sickness
The After School Club will operate within the same sickness policy as school, a copy of this is available to view on the website; alternatively a paper copy can be obtained from school.

Payment
At the end of each month, you will receive an invoice stating the amount owed for the previous month. Payment can then be made online through our SchoolMoney system. If you require any assistance with access to SchoolMoney please email finance@hadleigh-inf.essex.sch.uk.

Notice
If you no longer require your child to attend the After School Club, where possible, please give at least two weeks' notice, in writing. We would also ask that the club is informed of any sessions that will be missed due to illness, trips etc. Failure to do this could lead to you still being charged for the session

Snacks
The children will be offered water at all times. The snacks on offer will vary but are likely to include; filled wraps, sandwiches, fruit and vegetable sticks, crisps and biscuits. Please make sure that we are aware of any food allergies.

Valuables

We ask that the children do not bring valuable equipment to the club, as we cannot be held responsible for breakages or loss. Please note that the use of electronic devices (including mobile phones) is not permitted whilst attending After School Club.

Parental/Carer Involvement

The staff at the After School Club will be happy to discuss any matters, relating to the club, concerning your child/ren with you and if desired a meeting can be arranged at a mutually convenient time. Most children settle well; however, should your child not settle after a reasonable period of time we may have to consider whether it is right for your child to continue attending. We will work closely with you at all times to ensure that your child/ren's best interests are met whilst in After School Club

Behaviour Management

Being part of the school, we adhere to the school's Behaviour Policy. A copy of this can be requested from the office or an electronic copy can be found on the school's website. We operate a strict no-bullying policy and all children are encouraged to report any such incidents to a member of staff.

Complaints and Grievances

If you have any issues, concerns or ideas about the After School Club, please feel free to discuss these with us, your feedback is always appreciated. For further details, please refer to our Complaints Policy. A copy of this can be obtained by from the school's main office or alternatively on the school's website.

Equal Opportunities

We are committed to providing excellent care for all children regardless of their culture, race, religion, social background or gender.

Child Protection

We comply with local child protection procedures and follow the school's child protection policies and procedures. If you have any concerns relating to the safety of a child, please report them to one of the school's designated safeguarding leaders - Mr. S. Proctor, Mrs. P. Burls, Mrs. K. Ryan or Mrs. K. Strickland.

Start Date…….

Weekly Requirements: Could you please let us know what sessions you wish to do next term.

Session Type	Monday	Tuesday	Wednesday	Thursday	Friday
Full					
Part					

(Please indicate with an **X** which days you require)

Child/Children's name/s_____

Date of Birth_____ Age_____ Male/Female_____

School _____ Class _____

Parent/Carer/Guardian First Name_____ Surname_____

Address_____

_____

Contact Telephone Numbers

Home:_____

Work:_____

Mobile: _____

Email Address:_____

*Emergency numbers - Please provide **2 further people** we can contact in the event that we cannot make contact with you. Please include name, number & relationship to child.*

Emergency contact 1

Name: _____

Home:_____

Mobile: _____

Emergency contact 2

Name:_____

Home:_____

Work:_____

After School Club

CARE INFORMATION

Allergies

We will be providing the children with a range of snacks and drinks. If your child has any allergies please indicate below.

_____

_____

Doctor

Please give details of Doctor and Surgery with whom registered:_____

_____

Collection Arrangements

The child/ren will be collected by:_____Relationship _____

The child/ren will be collected by:_____Relationship _____

The child/ren will be collected by:_____Relationship _____

If you have arranged for someone other than those named above to collect your child, please inform the school office within school hours or the club directly using the mobile number - 07393584126.

I agree to inform you in advance if the above arrangement for dropping my child/ren is to be altered.

Photography

It is a legal requirement that we request your permission to photograph your child/ren whilst they are attending the After School Club. We may wish to take photographs during the Club (e.g. for publicity of the Club or display purposes).

I agree to my child/ren being photographed for the above purposes whilst attending the Club.

Parents Signature_____

Date_____